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PAUL W. RAINWATER
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Uniform Payroll

January 06, 2011

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2011-32

TO: All ISIS HR Agencies

FROM: Andrea P. Hubbard
Director

SUBJECT: Rate Changes for the Following Statewide Vendor Products:
Colonial Life & Accident (30013) Cancer Policies and Riders
Conseco Health Insurance (30014) Cancer C/V Policies

Colonial Life & Accident and Conseco Health Insurance will be implementing a rate increase effective July 1, 2011 for the above policies. By March 14, 2011, these vendors will mail letters to all agencies affected by this rate increase, along with a list of the employees' current deduction amounts and the new amounts. At the same time, letters will be mailed from these vendors to the employees affected notifying them of this change. A new Payroll Deduction Authorization Form (SED-4) with the new rates will also be enclosed with the letter.

Employees who accept the rate change must sign the forms and send them back to the appropriate vendor by May 2, 2011. Vendors will forward a signed copy of the SED-4 form to the payroll office by May 23, 2011 to be entered. Agencies should have all deduction changes entered for the July 1, 2011 payday (**annual enrollment entry close deadline of June 10, 2011**). Employees who do not submit the signed SED-4 by the May 2nd deadline will have their policies cancelled upon notice from these vendors, effective July 1, 2011.

Vendors will prepare and send a list of employees who did not agree to the changed rates (did not sign the new SED-4 form) to the payroll offices by May 30, 2011. The list will indicate the employee's name, social security number, and product. A new Payroll Deduction Authorization Form, SED-4, will also be mailed to the employee and agency indicating that coverage for this specific policy has been cancelled effective July 1, 2011. **The employee signature is not required on these SED-4's. The SED-4 should include all other active policies the employee has with the vendor as new SED-4's supersede all prior forms.** Cancellations and rate changes must be entered by the agency in eEnrollment through the Annual Enrollment process by

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the annual enrollment entry close of June 10, 2011 to avoid one time refunds and deductions after the plan year has begun.

If you have any questions about the rate changes, please contact the following Administrative Coordinators for the vendors listed below:

Colonial Life & Accident, Beth Ruffin (803) 678-6945

Conseco Health Insurance, Leanne McArthy (800) 628-6428 ext 1327

Any other questions should be directed to Jodi Bullock at (225) 342-5345.

APH:JAB/pbh

c: Ray Harrison, Office of Group Benefits
Beth Ruffin, Colonial Life & Accident
Leanne McArthy, Conseco Health Insurance